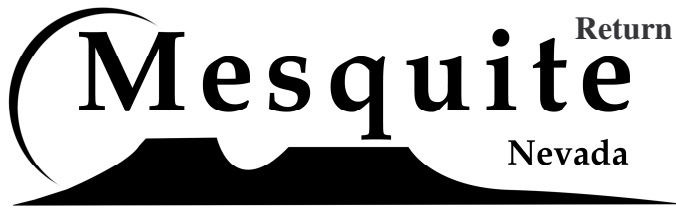


APPLICATION FOR EMPLOYMENT



Return to:

CITY OF MESQUITE
Attention: Personnel Department
10 East Mesquite Boulevard
Mesquite, Nevada 89027
(702) 346-5295; FAX 346-2795
www.mesquitenv.gov

Please Type or Print Clearly in Ink

Position Applied For: _____ Date of Application ____/____/____

Name: _____
Last First Middle Initial (list any names previously known by)

Address: _____
Street/P.O. Box City State Zip Code

Telephone Number: (____) _____ Social Security Number: _____

May we contact you at work? ☐ Yes ☐ No Work Number: (____) _____

Do you possess a valid driver's license? ☐ Yes ☐ No

Driver's license Number: _____ State _____ Exp. _____

If you are under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you ever been employed by the City? ☐ Yes ☐ No
If yes, give dates: from ____/____/____ to ____/____/____

Are you related to any City employee or elected City official? ☐ Yes ☐ No
If yes, who and what is the relationship? _____

Are you legally eligible for employment in the United States? ☐ Yes ☐ No
(Proof of U.S. Citizenship or immigration status will be required upon employment)

Date available for work: ____/____/____ Have you ever been bonded? ☐ Yes ☐ No

If required, will you undergo a pre-employment physical? ☐ Yes ☐ No

Are you currently awaiting trial on any charges? ☐ Yes ☐ No

Have you ever been convicted of, pleaded guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor, (excluding juvenile adjudication), or any lesser crime, other than a minor traffic infraction? ☐ Yes ☐ No
If yes, list all such offenses and provide date, name of court, and disposition.

An affirmative answer may not necessarily disqualify you for consideration for employment. Each circumstance and explanation will be weighed/considered in relationship to the position for which you are applying. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

Have you ever been disciplined in your employment related to workplace violence? ☐ Yes ☐ No
If yes, please explain: _____

Do you presently use illegal drugs? ☐ Yes ☐ No

The City of Mesquite is an Equal Opportunity Employer

EDUCATIONAL BACKGROUNDDid you graduate from high school or receive a GED certificate? ☐ Yes ☐ No

List last three schools attended, including high school, starting with most recent.	Location	Years completed	Degree, diploma, or certificate earned.	Major
1)				
2)				
3)				

LANGUAGE: In addition to English, list any other language abilities you possess:

	Written Fluency	Verbal Fluency
1)		
2)		

SKILLS & QUALIFICATIONS: Summarize special skills, including computer skills, and qualifications acquired from employment or other experiences that may qualify you to work for the City.

Typing _____ wpm	Word Processor: _____	DOS <input type="checkbox"/> Windows <input type="checkbox"/>
Shorthand? Yes <input type="checkbox"/> No <input type="checkbox"/>	Spreadsheet: _____	DOS <input type="checkbox"/> Windows <input type="checkbox"/>
Other skills and/or equipment you can operate:		

REFERENCES: List three school or personal references not related to you.

Name	Telephone	Years Known
1)	()	
2)	()	
3)	()	

ADDITIONAL INFORMATION:**LICENSES:** (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates:

OTHER: List special accomplishments, publications, certifications, awards, or any other relevant information that would be helpful in determining your qualifications for this position that is not requested in this employment application.

(Exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or protected status.)

COMMENTS:

EMPLOYMENT HISTORY – List your last four employers, assignments or volunteer activities that would be relevant to this position; starting with the most recent. Explain any gaps in employment in the COMMENTS SECTION. You may submit additional pages and a resume, but a resume is **NOT a substitute** for completing this portion of the application. Do **NOT** use references such as “See Resume” in place of completing this section.

Present employer:		Telephone: ()	
Address:			
Your Job Title:			
Supervisor’s Name/Title:			
Reason for Leaving:			
Dates Employed: From:		To:	Hourly Rate/Salary:
Summarize work performed / job responsibilities:			
May we contact this employer for reference? yes <input type="checkbox"/> no <input type="checkbox"/> later <input type="checkbox"/>			
Employer:		Telephone: ()	
Address:			
Your Job Title:			
Supervisor’s Name/Title:			
Reason for Leaving:			
Dates Employed: From:		To:	Hourly Rate/Salary:
Summarize work performed / job responsibilities:			
May we contact this employer for reference? yes <input type="checkbox"/> no <input type="checkbox"/> later <input type="checkbox"/>			
Employer:		Telephone: ()	
Address:			
Your Job Title:			
Supervisor’s Name/Title:			
Reason for Leaving:			
Dates Employed: From:		To:	Hourly Rate/Salary:
Summarize work performed / job responsibilities:			
May we contact this employer for reference? yes <input type="checkbox"/> no <input type="checkbox"/> later <input type="checkbox"/>			
Employer:		Telephone: ()	
Address:			
Your Job Title:			
Supervisor’s Name/Title:			
Reason for Leaving:			
Dates Employed: From:		To:	Hourly Rate/Salary:
Summarize work performed / job responsibilities:			
May we contact this employer for reference? yes <input type="checkbox"/> no <input type="checkbox"/> later <input type="checkbox"/>			

ACKNOWLEDGEMENT, AUTHORIZATION AND AGREEMENT

Unsigned or incomplete applications will be discarded and not be considered

Please **READ ALL** of the following statements and **INITIAL EACH** of the boxes to indicate you have read and understand each of the statements.

- ☐ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.
- ☐ This application is the property of the City of Mesquite and will become part of my personnel file if I am hired.
- ☐ I authorize the City of Mesquite to contact any employer or individual that I have listed on my employment application and/or resume or mentioned during job interviews, to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with the City of Mesquite. In addition, I authorize the City of Mesquite to conduct a background search which includes criminal history and military history. In addition, if the position I am applying for requires driving an employer vehicle, I authorize employer to conduct a Department of Motor Vehicles (DMV) search. If the position to which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize the City of Mesquite to contact any institutions and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.
- ☐ In exchange for the City of Mesquite's consideration of my employment application, and/or my continued employment with the City of Mesquite, if any, I authorize anyone possessing information to furnish it to the City of Mesquite upon request, and I release the organizations and all individuals providing the information or acquiring the information, including the City of Mesquite from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.
- ☐ I understand this consent will apply during the entire course of my employment with the City of Mesquite should I obtain such employment. I understand and agree this consent shall remain in effect indefinitely.
- ☐ I further understand that if I am hired by the City of Mesquite, I will be employed on a trial basis for a period of at least six (6) months. During the trial period my employment relationship with the City of Mesquite is considered "at-will". Either I or the City may terminate the employment relationship with or without cause, with or without notice, for any reason not prohibited by law.
- ☐ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with the City of Mesquite. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from the City of Mesquite constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job related physical examination and drug screening upon conditional offer of employment. The physical exam and/or drug screening will be paid for by the City of Mesquite. If successful completion of a drug screening test is not obtained, I understand I will not be eligible for hire with the City of Mesquite. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant: _____

Date: ____/____/____

**If you believe you require an accommodation during the selection process,
Please contact us to make appropriate arrangements.**

- City of Mesquite -

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

APPLICANT: The following information is necessary for the City of Mesquite to evaluate its recruiting and hiring practices and to prepare reports required by law for the State and Federal Governments. This information will be used solely for research and statistical purposes and in no way affects any employment decision. The form is optional, and your voluntary cooperation is appreciated. We ask your help in filling in the blanks that apply to you. This form will be filed separately from your application by Personnel immediately upon receipt and the information will not be used to make employment decision that affects you.

Position Applied for: _____

How did you learn of this position? ☐ Friend ☐ Newspaper ☐ Internet ☐ Other _____

Name: _____ Date: _____

Please check: ____Male ____Female Age: ____

Please check one box only for the racial/ethnic category you most closely identify with (See below ethnic definitions).

_____ **White** (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ **Black** (Not of Hispanic origin) All persons having origins in any of the Black racial groups of Africa.

_____ **Hispanic** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ **Asian or Pacific Islander** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Somoa.

_____ **American Indian or Alaskan Native** All persons having origins in any of the original peoples of North America, and who maintain cultural identifications through tribal affiliations or community recognition. Please identify your tribal affiliation: _____